

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2007-T-0034
Caption: ACEDS Planning Implementation Service

Issuance Date: March 6, 2007

Due Date: March 30, 2007

The Office of Contracting and Procurement (OCP) on behalf of the Office of the Chief Technology Officer (OCTO), is seeking a contractor to undertake a complete review of the functionality of the Automated Client Eligibility System (ACEDS) and its technical environment in cooperation with the District's program and technical staff. The District contemplates award of a firm fixed-price contract with a fixed labor hour rate component, with a base year and two (2) option years in accordance with Attachment A - Statement of Work (SOW) and your current GSA Federal Supply Schedule (FSS) contract awarded under Information Technology Professional Services.

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, six (6) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. **DCTO-2007-T-0034, "ACEDS Planning Implementation Service."**

All proposals must be submitted on 8.5" x 11" paper and typewritten. **Telephonic and telegraphic, or e-mailed proposals will not be accepted.**

2. Technical Proposal

This section shall be submitted under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum:

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- a) Describe the offeror's technical approach and ability to meet or exceed the objectives outlined in Section C of the Statement of Work.
- b) Describe the offeror's ability to meet the specific task requirements as outlined in Section C.5.5 through C.5.7.2.
- c) Describe the offeror's experience with providing this type of service to the District of Columbia or similar sized public organization. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d) Describe which portions of the effort will be subcontracted.
- e) Identify deliverables as specified in the Statement of Work.

3. Price Proposal

This section shall be submitted under a separate cover titled **"Price Proposal"**. It shall include the regular and overtime hourly labor rate for each candidate proposed in the offeror's technical proposal. Pricing shall include base period and option years and be a firm fixed price. Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a) The skill category and hourly labor rate.
- b) Completed Price Schedule, Attachment C.
- c) Copy of Offeror's GSA Price Schedule.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment D)

4. Term of Contract

The services under this order will be paid on a firm fixed-price contract with a fixed labor hour rate component basis, consistent with those rates provided in the Contractor's GSA Supply Schedule.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a term of two (2) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of these options are subject to the availability of funds at the time of the option exercised. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

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If the District exercises this option, the extended contract shall be considered to include this option provision.

The price for the option period shall be as specified in the contract.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

6. Hand Delivery or Mailing of Proposal

Deliver or Mail to:

Office of Contracting and Procurement
Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001
Attention: Ms. Berkeley Henderson

7. Proposal Submission Date

The closing date for receipt of proposals is **March 30, 2007, by 2:00 p.m.** local time.

8. Evaluation for Award

The contract will be awarded to the responsible GSA contractor whose offer is most advantageous to the District Government based upon the evaluation criteria specified in Section M of the Statement of Work. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed hourly labor rate basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below have been developed by the Program Office and have been tailored to the requirements in this solicitation. The GSA contractor is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the GSA contractor must specifically address in complying with the requirement of this solicitation.

The offeror's technical proposal and price proposal shall be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined in Section M of the Statement of Work. Technical factors are more important than price.

10. Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest average hourly labor rates will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Lowest Average Hourly Rate Offered}}{\text{Average Hourly Rate of Proposal Being Evaluated}} \times 30 = \text{Evaluated Score}$$

11. Attachments

Attachment A – Current District-Wide Wage & Hour Determination
Attachment B – Tax Certification Affidavit

Questions may be referred to Ms. Berkeley Henderson Contract Specialist, by email at Berkeley.Henderson@dc.gov. Questions regarding the solicitation must be received no later than 10:00 a.m. on Tuesday, March 20, 2007, in order to be considered.

William Sharp
Contracting Officer

TAX CERTIFICATION AFFIDAVIT

Date _____, 200__

Name of Organization/Entity: _____

Address: _____

Principal Officers:	Name	Soc. Sec. No.	Title
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Business Telephone No.: _____

Finance and Revenue Registration No.: _____

Federal Identification No.: _____

DUNS No.: _____ Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current
District: Sales and Use	()	()
Employment Withholding	()	()
Hotel Occupancy	()	()
Corporation Franchise	()	()
Unincorporated Franchise	()	()
Personal Property	()	()
Professional License	()	()
Arena/Public Safety Fee	()	()
Vendor Fee	()	()

3. If not current, as checked in item 2, I am in compliance with a payment agreement with the Department of Finance and Revenue.
___ Yes ___ No

Attach copy of the Agreement.

If outstanding liabilities exists and no agreement has been made, please attach a listing of all such liabilities.

The Department of Finance and Revenue also requires:

(A) Copies of FR-532 (Notice of Registration) or a copy of an FR-500 (Combined Registration Form)

(B) Copies of canceled checks for the last tax period(s) filed for each tax liability; i.e., sales and use, employer withholding, etc.

The District of Columbia Government is hereby authorized to verify the above information with appropriate Government authorities. The penalty for making false statements is a fine of not more than \$1,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §22-2405. The penalty for false swearing is a fine of not more than \$2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code §22-2404.

Signature of Person Authorized to Sign This Document

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public

My Commission Expires _____